



# Request for Proposals (RFP) For Spring Lake Park Parks Master Plan

Spring Lake Park - Parks and Recreation

Spring Lake Park, MN

## **Introduction**

The City of Spring Lake Park - Parks and Recreation Department (SLP) is seeking a professional services team to provide the necessary planning services to create the City's 2021-2031 Parks Master Plan. This plan will provide guidance for both short and long-range planning for the SLP Parks and Recreation Department by integrating community input and recreation planning standards. The selected firm will have proven experience and knowledge in park and recreation planning, project management and effective public involvement processes and work closely with City staff, and the Park Commission.

The SLP Parks and Recreation Department serves an established residential community, located ten miles north of Minneapolis in the counties of Anoka and Ramsey. Population approximately 7,000. The City of Spring Lake Park consists of approximately 2.1 square miles with six community parks totaling 58 acres. Facilities include four (4) park shelters. It utilizes a mix of Public Works and seasonal positions to maintain its parks. Recreation Department staffed by 3.5 FTEs (not including seasonal staff). SLP also partners with local school districts, youth organizations and private businesses to provide recreation and leisure services to the community.

## **Schedule**

RFP posted: Tuesday, October 20, 2020

Proposals due: November 19, 2020 2:00pm

Contract Award: December 8, 2020

Note: This is the SLP Parks and Recreation Department's desired schedule. The SLP Parks and Recreation Department reserves the right to modify the schedule. Notice to proceed will be issued shortly after contract award.

## **Scope of Work**

The project expectations include the following items:

Update an inventory of existing parks and give a condition report for each park and their facilities

Develop and implement a public participation and engagement strategy for the process

Review community demographics as they relate to the park system

Identify unmet current and future needs in the parks system, including location, scope and budget for the assets listed below:

- Shelters
- Skatepark
- Playgrounds (include recommendations for accessibility)
- Athletic fields
- Restrooms
- Picnic Shelters
- Parking
- Community Center – non-existent

Prioritize park improvements and potential future park acquisitions

Identify staff and funding needs and strategies. Attention will be given to reducing long-term maintenance costs. Identify potential grant funding and/or partnership opportunities

Prepare final document organized such that it can be adopted by the City of Spring Lake Park

### **Specific Tasks**

#### Task 1: Inventory and Conditions Report

Develop a comprehensive inventory of the city's existing parks and recreation facilities that will include the following:

- Park type and purpose
- Park location
- Acreage
- Inventory of facilities and amenities
- General assessment of physical conditions and functionality

#### Task 2: Public Involvement

The Consultant should develop an overall approach to public and agency involvement, as well as specific involvement activities, techniques, strategies and how these specific tasks will integrate into the overall process. Best Practices used for number of open meetings and surveys should be utilized.

#### Task 3: Gap Analysis/Needs Assessment

The Consultant will develop and administer a city-wide community needs assessment that examines both needs in the existing parks as well as the need for additional parks and amenities. This should include recommendations for system-wide improvements, improving existing parks and potential partnership opportunities to provide community needs. This survey will be used as a baseline to determine needs, desires and willingness to pay. The analysis will come primarily from existing data including:

- The inventory and conditions report (see above)
- Projections of population growth, demographic characteristics

- Recreation participation trends
- National Level of Service (LOS) standards
- Geographic distribution within the city
- Identified unmet needs of residents
- Identification of areas of significant recreational opportunities (not existing)

#### Task 4: Priority Recommendations for Park Improvements, Development and Potential Future Acquisitions

From the conditions report and needs assessment, the Consultant will develop prioritized recommendations to meet needs through renovation and maintenance of parks/outdoor facilities, development of additional recreational amenities/facilities and land acquisition

The Consultant will develop estimates of the capital and operational cost for renovation and maintenance of parks/outdoor facilities, development of additional recreational amenities/facilities and land acquisition

The Consultant will also work with Staff to produce an updated CIP list

#### Task 5: Identify Staffing and Funding Needs along with Strategies

The Consultant will assess the city's organizational structure, staffing and funding levels in relation to national averages and comparative to cities of similar size. The Consultant will provide a budget and staffing analysis needed for current level of service, an adequate level of service and a desirable level of service. The analysis will also include funding and staffing requirements for future growth and operation in line with the priority recommendations. The Consultant will also provide suggested funding strategies

#### Task 6: Prepare Final Document

The Plan should be in a reader-friendly document with an emphasis on maps, charts, photos, graphics and tables to convey information rather than using lengthy text. The Plan should be formatted in such a way that it is easy to update on a routine basis. The Plan should be constructed in a manner that allows for the relevant parts to be adopted by the City of Spring Lake Park

Please provide one (1) digital copy, one (1) original and six (6) color copies of the Proposal.

#### Task 7: Meetings, Presentations and Public Involvement

We look to the firm to establish the adequate number and type of public meetings for community buy-in of the plan

### **Request for Clarification**

All requests for clarification in specifications regarding this RFP must be submitted in writing no later than November 2, 2020 to Kay Okey, Parks and Recreation Director

Email: [kokey@slpmn.org](mailto:kokey@slpmn.org)

Mail: SLP Parks and Recreation

Attn: Kay Okey

1301 81<sup>st</sup> Ave NE

Spring Lake Park, MN 55432

Any questions or comments directed by a respondent to persons outside of the individual listed above are inappropriate and such activity may result in that proposal being deemed non-responsive.

**Rights of Review**

The City of Spring Lake Park reserves the right to reject any or all proposals or to request additional information from any or all applicants as determined to be in the best interest of the City. The City may, at its discretion, request firm(s) to make oral presentations. Not all firms may be asked to make an oral presentation. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

**Contract Execution**

The contractor chosen will be required to enter into a contract with the City of Spring Lake Park for the proposed work prior to commencement of any work.

**Disclaimer**

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

**Submittal Instructions**

Proposals should be submitted in a sealed envelope, or other sealed container, which is clearly marked "SLP Parks Master Plan". Please provide one (1) digital copy, one (1) original and six (6) color copies of the Proposal. The original should be marked "Original" and must bear an original ink signature by an individual authorized to represent the Consultant. Please indicate if you would like the device on which the digital copy is submitted returned to you.

Proposals should be submitted to:

SLP Parks and Recreation

Attn: Kay Okey

1301 81<sup>st</sup> Ave NE

Spring Lake Park, MN 55432



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**RFP Addendum #1**

Date of Addendum: Monday, October 26, 2020

**Notice to all Potential Respondents**

This addendum is issued to modify the previously issued bid documents, and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession.

**Questions and Answers**

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP.

**Question: What is the Project Budget**

**Answer:** Budget range for this project is \$20,000-\$25,000

**Question: Is the Capital Improvements Plan (CIP) something that can be sent to use for review?**

Department	Project	2020	2021	2022	2023	2024	Total
<b>Park &amp; Recreation</b>							
	Osborne Road Trail Reconstruction - Phase III	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
	Terrace Park - Trees - west fence line	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
	Terrace Park Sidewalk, Sod, Seating Area, etc.	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
	Terrace Park Playground Equipment - Pre-school	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	Terrace Park Ballfield Lighting	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
	Terrace Park Gaga Ball Pit	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500
	Able Park Basketball Court Resurface	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
	Able Park Building	\$ -	\$ -	\$ -	\$ -	\$ 425,000	\$ 425,000
	Able Park Hockey Rink Concrete/New Boards	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
	Sanburnol Park Grills/Picnic Tables	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
	Sanburnol Park Sidewalk	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000
	Sanburnol Park Irrigation Expansion	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
	Sanburnol Park Playground Equipment	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
	Sanburnol Park Ballfield Lighting	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
	Sanburnol Ballfield Player Bench Sunscreens	\$ -	\$ -	\$ -	\$ -	\$ 42,000	\$ 42,000
	Triangle Park Monument Sign	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
	Triangle Park Irrigation	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	Triangle Park Grills	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ 1,200
	Westwood Park Flower Garden/Rain Garden	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000
	Westwood Park Half-Court Basketball Court	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
	Westwood Park Irrigation	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
	Lakeside Lions Park Irrigation Expansion	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000
	Lakeside Lions Park Flower Garden	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
	Lakeside Lions Park Rain Garden	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000
	Lakeside Lions Park Ballfield Lighting	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
	<b>Parks and Recreation Total</b>	<b>\$ 83,700</b>	<b>\$ 173,000</b>	<b>\$ 172,000</b>	<b>\$ 181,000</b>	<b>\$ 517,000</b>	<b>\$ 1,126,700</b>

**Answer:** Code Enforcement

This addendum shall become part of the RFP and should be returned with, or acknowledged in, the response to the RFP.



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Date: Tuesday, November 3, 2020

Notice to all Potential Respondents

Questions and Answers

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP.

1. QUESTION: What has your experience been with public engagement Spring Lake Park? What has worked well, and what hasn't worked well to get people involved?

ANSWER: The City of Spring Lake Park has conducted open forums for city development planning with mixed results.

2. QUESTION: Will this Master Plan have a continued focus on trails and trail connections (the Comprehensive Plan talks about parks, trails, and gaps)?

ANSWER: Even though this is an important part of our community the Trails and trail connections is a small portion of the Master plan. The City of Spring Lake Park is currently coordinating with the City of Mounds View to fill in a gap in the trail existing between the two cities.

3. QUESTION: Describe the selection process?
  - a. Who will review the proposals? The proposals will be reviewed by the Parks and Recreation Director, City Administrator, and the Park and Recreation Commission.
  - b. Do you plan to short-list a particular number of firms? We will not short list firms.
  - c. Will interviews be conducted, if so with how many firms?

The City of Spring Lake Park may, at its discretion, request firms(s) to make oral presentations. Not all firms may be asked to make an oral presentation. If interview is necessary, it will be conducted via video conference. Oral presentation will be limited to two firms.

4. QUESTION: The RFP doesn't specifically ask for our fee for the project. I am assuming that should be included – do you have a particular format or breakdown you are looking for from proposers?

ANSWER: Consulting firm shall identify total fee to complete described work with a breakdown of tasks identified in the plan. The fee shall be structured as hourly not-to-exceed. Total of all fees and expenses to be listed separately. Note: all costs for project meeting and site visits necessary to facilitate completion of the project are to be included in the total fees and expenses listed.

5. QUESTION: Similarly, the RFP doesn't list any specific schedule requirements or completion date. Should we include a proposed schedule / timeline for the project, or is that something that will be collaboratively worked through after the project is awarded?

ANSWER: Please include a proposed timeline indicating key work tasks, milestones and with the date of July 2021 for the Preliminary Master Plan presentation in mind. The City of Spring Lake Park is willing to work with contractor on a reasonable timeline.

6. QUESTION: What resources will the City be providing for the inventory and analysis portion of work – GIS/ CAD data, park facility inventory information, City planning documents and resources, etc.?

ANSWER: The City will provide park facility inventory information and the 2040 Comprehensive Plan.

7. QUESTION: Has a budget for this effort been established?

ANSWER: Budget range for this project is \$20,000-\$25,000

8. QUESTION: Will there be an oversight committee the consultant team will be required to regularly meet with, such as the Parks & Recreation Commission?

ANSWER: The Director of Parks and Recreation Director, Parks and Recreation Commission member, and the City Administrator will be the oversight committee.